

*Site Plans*  
10 JUN 1969

RE: Preparation of Site and  
Utility System Drawings  
CIA Headquarters Area  
(RE-LO-269-69P)

Mr. Andrew J. Girolami,  
Chief, Repair and Improvement Branch  
Buildings Operation Division  
Public Buildings Service, Region 3  
General Services Administration  
Washington, D.C. 20407

Dear Mr. Girolami:

As has been recently discussed by yourself, Mr. Fair of your Design and Construction Division, and [REDACTED] of my office, we are requesting that General Services Administration (GSA) prepare a set of up-to-date site drawings and utility system drawings of the CIA Headquarters area at Langley, Virginia, as outlined in the enclosed scope of work.

This scope of work is also being transmitted to you through normal work order channels, and the sum of \$13,000 has been initially reserved to undertake the work.

The Agency feels that the preparation of a set of such drawings will be a very worthwhile undertaking, since they will show in a single set the relative location of a number of separate, individual projects which were each constructed as separate increments since the Agency originally occupied the area; for example:

- a. The Printing Services Building
- b. The West Parking Lot
- c. Project 9--Roads and Walks
- d. The many other minor modifications and improvements accomplished by the building manager's staff.

Such drawings will be of considerable value to both GSA in performing its normal maintenance and support functions and to the many Agency components concerned with the security and operation of the buildings.

Re: Preparation of Site and Utility System Drawings CIA  
Headquarters Area

I recognize that this is a task of considerable magnitude; thus, it may be appropriate to use an Architect-Engineer firm to undertake the project. Perhaps the firm of Saunders and Pearson, now working on the Printing Services Building, would be one possible choice, providing they possess the necessary skill and manpower.

As indicated in Work Order 69-3027, the Agency has reserved \$13,000 to start work on the project. Since the project will ultimately benefit both CIA and GSA, perhaps the total cost can be appropriately shared by the two Agencies. Please let me know the estimated total cost of the Agency's share of the project when this has been determined.

Prior to the GSA Design and Construction Division's starting any work on the project, we would like an opportunity to review the scope of work, and the overall objectives and scheduling of the project, and thus would appreciate their calling a meeting at a mutually agreeable time.

Sincerely,

[Redacted Signature]

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Chief

Real Estate and Construction Division

Enclosure

cc: Mr. Tom L. Peyton, Jr.  
Chief, Design and Construction Division, GSA w/enc

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(5 June 1969)